



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO 1326.5C  
MMEA-5  
18 May 99

MARINE CORPS ORDER 1326.5C

From: Commandant of the Marine Corps  
To: Distribution List

Subj: AUTOMATED ORDER WRITING PROCESS (AOWP)

Ref: (a) MCO P1000.6F  
(b) MCO P1080.40A  
(c) MCO P1900.16E  
(d) MCO P1080.20M

Encl: (1) Sample Permanent Change of Station Orders Report (PCSOR)

Report Required: Permanent Change of Station Orders  
(Report Symbol EXEMPT), par. 6a(1)

1. Purpose. To publish instructions for issuing Permanent Change of Station (PCS) orders through the Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM) by means of the Automated Order Writing Process (AOWP).

2. Cancellation. MCO 1326.5B.

3. Background. PCS orders are issued via naval message, telephone (subject to later confirmation) and the AOWP Permanent Change of Station Orders Report (PCSOR) shown in enclosure (1). The AOWP was developed to meet the following objectives:

a. To prepare PCS orders using cost-effective automated data processing procedures and equipment.

b. To minimize errors in preparation, processing, and distribution.

c. To transmit a large volume of PCS orders directly to the affected commands using MCTFSPRIM as the host system.

d. To provide a means to ensure receipt of PCS orders in a timely manner.

e. To reduce mailing costs.

4. Operation of the AOWP

a. Preparation and Transmission. When PCS initial orders, modifications, or cancellations are necessary, staff agencies at Headquarters Marine Corps prepare and submit diary entries (type transaction codes 010, 011, or 012, coupled with a history statement containing the text portion of the orders).

The diary entries are transmitted by batch system to the DFAS (Information Technology Directorate), Kansas City Center, Kansas City, MO.

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b. Receipt. The diary entries are edited and a date transaction (orders transaction date) is entered into the individual's MCTFS record. The orders are forwarded to the Regional Automated Service Centers (RASC)/Financial Systems Activity (FSA) providing service to the Marine's present monitored command (PMCC), future monitored command (FMCC), intermediate monitored command (IMCC), and those commands designated as information addresses. Upon receipt at the RASC's, a PCSOR is produced and provided to the local Manpower Information Systems Support Office (MISSO) which in turn distributes it to the Command Reporting Unit Code (CRUC) activity. A CRUC is a reporting unit that has been designated as the orders issuing activity for one or more monitored command codes (MCC). The PCSOR contains the following types of orders information:

- (1) PCS Orders (initial).
- (2) Modification to PCS Orders.
- (3) Cancellation of PCS Orders.
- (4) Orders HQMC - basic data for orders that have been forwarded by other correspondence.

c. Command Processing. Upon receipt of the PCSOR, the CRUC has the responsibility to promptly issue, modify, or cancel PCS orders as directed in the PCSOR. Orders generated via the AOWP constitute original orders and are valid without signature of the CMC. Normally, PCS orders will be issued using a copy of the PCSOR stamped "ORIGINAL ORDERS" and an appropriate endorsement. These orders are subject to all conditions contained in the existing Marine Corps directives applicable to PCS orders, including reference (a). The CRUC, upon receipt of a PCSOR, is required to submit a UD statement acknowledging receipt of the orders data appearing in the "ORDERS ISSUED", "ORDERS MODIFIED", or "ORDERS CANCELED" paragraphs that appear in "section 1 (PCS ORDERS FOR PERSONNEL YOUR COMMAND) of the PCSOR. No acknowledgment is required for orders appearing in remaining sections of the report. Appropriate diary entries and instructions are included in reference (b). Initial notification of orders data will appear on part 3, of the On-Line Diary Feedback Report (DFR) of the individual's reporting unit code (RUC). The Marine concerned will be notified immediately of forthcoming PCS orders.

d. System Audits

(1) Programs at DFAS-KCC/Kansas City, MO monitor the status of all PCS orders forwarded by Headquarters Marine Corps. Orders that have not been acknowledged are maintained in the AOWP Hold File. If no acknowledgment has

been received from the CRUC, advisory messages and a retransmission of the PCSOs will be generated 21 days after the orders have posted in the system. Another advisory message and a retransmission of the PCSOs will be forwarded to the CRUC, if no acknowledgment is received after 42 days from the date the orders have posted in the system.

(2) Any initial orders or modifications of orders still remaining on the Hold File 60 days after the Estimated Date of Arrival (EDA) will be deleted automatically.

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(3) Cancellation of orders will be cleared from the Hold File after 42 days from the date the orders have posted in the system if acknowledgment has not been received. A system generated acknowledgment will be forwarded to the CRUC.

(4) An advisory File message will be forwarded to the CRUC, present RUC, and the Headquarters Marine Corps issuing RUC indicating the orders have been cleared from the Hold File due to separation.

(5) AOWP orders received must be immediately acknowledged on the diary. The MISSO's have access to the Hold File and have the option to view and monitor a screen which shows all SSN's sorted by CRUC for which orders' acknowledgments are required.

(6) In those cases where PCS orders are supposed to have been issued but the PCSOR has not been received, the CRUC should first contact their local MISSO and request review of the specific SSN on the Hold File. If orders are resident on the Hold File, the MISSO can print the orders at their local terminal and forward then to the CRUC. If orders are not resident on the Hold File, but the individual is supposed to be in receipt of orders, the CRUC should initiate a message to the Commandant of the Marine Corps (MMEA-5, MMOA, or MMSR), requesting that orders be forwarded by the most expeditious means. The Commanding General of the Personnel Reporting Jurisdiction Command (Attention: MISSO) must be included as an information addressee in the message. The CRUC may also request retransmission of the orders on the diary per par 5005 of reference (b). Retransmission orders will generate a copy of all orders, including modifications and cancellations, that have not been acknowledged.

e. Alternate Means. Alternate methods of PCS order writing (PCSO, message, letter, etc.) will continue to be employed when either the estimated date of departure is less than 60 days from the date the orders are drafted or when the orders are exempt from AOWP processing. Reference (a) and other PCS directives are unchanged by this order.

##### 5. Special Instructions for Overseas Commands Concerning Enlisted Marines

a. A Marine appearing on the AOWP PCSOR with a FMCC of W95 (ordered home) may, according to the records of the Headquarters, be eligible for

release from active duty upon arrival in the Continental United States (CONUS) per paragraph 1006 of reference (c). Upon determination of the Marine's eligibility and receipt of signed consent for early release, the transferring command will issue orders to reflect MCC W95 (RELACDU). If a Marine has been assigned an FMCC other than W95 and the command determines that he is eligible for release from active duty upon arrival in CONUS, then the detaching command is authorized to modify the orders to reflect MCC W95 provided that, when appropriate, the individual in question submits a signed consent for early release statement as required by reference (c), and the Commandant of the Marine Corps (MMEA) is notified of the notification.

b. Detaching commands are authorized to transfer Marines for whom no assignment has been received so as to ensure their arrival in CONUS within the prescribed tour length. The designated PMCC will be W99 (en route CONUS - destination unknown), unless the individual's expiration of active service (EAS) is such as to warrant assignment to MCC W95.

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c. Transferring commands will expeditiously notify the Commandant of the Marine Corps (MMEA) of all Marines who have been assigned to MCC W95 in AOWP PCS orders and are not eligible or do not desire release from active duty. Additionally, Marines who have not been issued W95 orders but are determined to be eligible for, and desire, early release will be reported.

d. Marines who receive AOWP PCS Orders, but who are not available for reassignment due to hospitalization, confinement, or any other valid reason will be reported to the Commandant of the Marine Corps (MMEA) as soon as the exception becomes apparent. Commanders will ensure that the notification include the reason for non-availability and the FMCC of each Marine so they will be kept informed about the status changes for Marines ordered into their command. Upon receipt of this information at this Headquarters, assignment orders will be modified or canceled. Individual commands will notify the Commandant of the Marine Corps (MMEA) when the Marine is available for assignment. The names of Marines who have been granted extensions of their overseas tour will not be submitted.

e. Detaching commands will establish a system to ensure that Marines receive PCS orders commensurate with their rotation tour date (RTD). A message report of all those not in receipt of PCS orders by 60 days from RTD will be submitted to the Commandant of the Marine Corps (MMEA). The message report will include name, grade, SSN/MOS, EAS, and home of record or dependents' location, as appropriate. When listing the home of record or location of dependents, the state codes in chapter 2 of reference (d), or, if applicable, the geo-location codes contained in chapter 1 of reference (d) will be used. Commands will not submit requests for the status of those individuals until at least 15 days after submission of the subject report.

## 6. Action

### a. Headquarters Marine Corps

(1) Personnel Management Division (CMC (MM))

(a) Issue PCS orders per Marine Corps requirements.

(b) Ensure timely entry of PCS orders modifications and cancellations into MCTFS.

(c) As AOWP sponsor, periodically review procedures, policies, and conventions governing processing of PCS orders. Continuously evaluate processing of PCS orders by field commands. Report processing problems to the AOWP functional manager.

(2) Manpower Management Information Systems Division (CMC (MI))

(a) As AOWP functional manager, establish and maintain quality control measures to ensure efficient and effective operation of the PCS Automated Order Writing Process per design specifications.

(b) Provide liaison function for AOWP sponsor to ensure effective systems maintenance within the MCTFS.

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b. Commanding Generals, Personnel Reporting Jurisdiction Commands

(1) Provide commanders with the PCSOR in the format of enclosure (1). The reporting requirement is EXEMPT from reports control and requires no report symbol.

(2) Report discrepancies in the PCSOR to the Commandant of the Marine Corps (MMEA-5, MMOA, or MMSR).

(3) Ensure that the Officer in Charge, MISSO, establishes liaison with appropriate commanders and orders issuing activities to furnish any help that may be required to ensure timely entry of appropriate MCTFS diary entries, such as reporting acknowledgments and issuance of PCS orders, modifications or cancellations, as appropriate.

c. All Commanding Generals/Commanding Officers

(1) Establish procedures to promptly issue PCS orders, modifications, or cancellations.

(2) Establish procedures to ensure that CRUCs acknowledge by diary entry all AOWP issuances, modifications, or cancellations that have been received for personnel in their command, except those ending with '2700' in the reference (PCSO's sent/modified/cancelled by separate correspondence).

(3) Notify individuals concerned of PCSO immediately.

d. Records Disposition

(1) Maintain paper record copies of PCS orders to include all modifications, and cancellations. Retention period: destroy when 2 years old.

7. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.



R.M. FLANAGAN  
By direction

DISTRIBUTION: PCN 10201100300

Copy to: 7000110(55)  
8145005(2)  
70000144/8145001(1)

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SAMPLE PERMANENT CHANGE OF STATION ORDERS REPORT (PCSOR)

THIS REPORT CONSTITUTES AUTHORITY FOR EFFECTING PERMANENT CHANGE OF STATION OR MODIFICATION OR CANCELLATION THERETO PER INSTRUCTION CONTAINED IN MCO P1000.6F. UPON RECEIPT, COMMANDERS AUTHORIZED TO EFFECT PCS WILL UTILIZE THIS REPORT AS ORIGINAL ORDERS AND PREPARE ENDORSEMENTS ACCORDINGLY.

PMCC/CRUC 30002

PCS ORDERS INFORMATION FOR PERSONNEL YOUR COMMAND

ORDERS ISSUED

LAST NAME	INIT	SSN	PMOS	GRADE	SEL GRADE	CRUC
SIGALA-CRUZ	HA	012-34-5678	0193	SSGT		

ORIG BY RUC 54835 REF 199811012100 EAS 20010318 SEX M DUR 990401 TR SNM  
DIR PROREP "1ST MARINE DIVISION CAMPEN CA" MCC 121 FOR DU. TRAVCHAR MCO  
P7301.104 PAR 1007. MCO 11101.61\_ APPLIES. INFO REGARDING FIN, MED & PER  
ASST CAN BE OBTAINED FR REG FAM SVC CTR. CALL TOLL FREE 800-336-4663 EAST OF

THE MISSISSIPPI (LESS WI) OR 800-854-2131 WEST OF THE MISSISSIPPI (INCLUDING WI).

ORDERS MODIFIED

ARAGONCILLO LA 123-45-6789 0193 GYSGT

ORIG BY RUC 54835 REF 199811012130 EAS 19991011 SEX M. PCSO ORIG BY RUC 54835 REF 199809222100 MOD INDC DIR PROREP MAG 49 WILLOW GROVE PA MCC G42 FOR DU. PROVMAIN.

ORDERS CANCELLED

WEEKES DR 234-56-7890 4066 CPL

ORIG BY 54836 REF 199810312100 EAS 20010331 SEX M PCSO FOR SNM ORIG BY RUC 54836 REF 199810312100 REVO.

PERSONNEL ENROUTE YOUR COMMAND FOR TEMPORARY DUTY  
(SAME FORMAT AS ABOVE)

PERSONNEL ENROUTE YOUR COMMAND FOR DUTY  
(SAME FORMAT AS ABOVE)

PERSONNEL IN RECEIPT ORDERS; INFORMATION  
(SAME FORMAT AS ABOVE)

ENCLOSURE (1)